



EU-LAC Foundation Fundación EU-LAC

The European Union - Latin America and the Caribbean Foundation (EU-LAC Foundation) is an international organization created in 2010 by the Heads of State and Government of the Member States of the European Union and the States of Latin America and the Caribbean.

The EU-LAC Foundation seeks through its activities to strengthen the cooperation between the regions of the EU and LAC through the participation and contributions of actors of the civil society. It aims to enhance the visibility and presence of the EU and LAC in the partner region, as well as the profile of the bi-regional partnership in the wider world.

The EU-LAC Foundation is based in Hamburg, Germany.

The Foundation requires the services of a person who can take on the role of

Programme Manager

Ideal start date: November 2020

Purpose of the position:

Coordinate the activities of the EU-LAC Foundation in bi-regional cooperation activities in Latin America, the Caribbean and Europe and to generate links with civil society, especially in the areas of knowledge, higher education and production of information according with the bi-regional agendas defined by the Member States of the Foundation.

Roles and responsibilities:

- Management of the programme aimed at enhancing positive relations between various bi-regional, public and social actors.
- Organise activities and events on bi-regional cooperation issues having as a general framework the content of the Action Plan of the EU-CELAC summits.
- Identify synergies between the different thematic networks that are already working in both regions, promote convergence between common processes;
- Prepare the process for calls for proposals for events, studies and research; evaluate these proposals and recommend their approval, follow up their implementation, approve reports and payments, evaluate and disseminate the results;
- Manage diverse databases;
- Managing the Foundation's internship program (selection, monitoring and evaluation);
- Contribute to the implementation of seminars, workshops, conferences and other events;
- Supporting the visibility of the Foundation and institutional communication;
- Coordinate or support the institutional planning and programming process and the program and project cycle (formulation, design, execution, monitoring and evaluation);
- Coordinate other activities inherent to the purposes of the Foundation



EU-LAC Foundation
Fundación EU-LAC

Requirements and background:

- Be national of a country of the European Union and/or Latin America and the Caribbean
- Minimum academic background: Master in Political Science, International Relations, Social Sciences, Economics, Education, Legal Sciences, Planning, Development, Public and Social Policies.
- Minimum 5 years of professional experience in your field of expertise and/or 5 years in public policy management and/or international organizations.
- Indispensable is a fluency in Spanish and English (written and oral); knowledge of the German language is preferable.

Contract Terms:

- Full-time contract for a period of two years, with the possibility of renewal or signing a contract for an unlimited time;
- Remuneration will be adjusted to the responsibility of the functions according to the labour market in Germany.
- Social benefits according to German law.

Application procedure

- Please send your application, including a curriculum vitae, motivation letter with salary expectations, certificates of studies, language skills and professional experience, by e-mail to recruitment@eulacfoundation.org using as subject "**Programme Manager**" no later than **September 30, 2020**.
- Only pre-selected candidates will be informed about the status of their application.

Data protection

All personal data collected for the Foundation's employees selection process will only be used for the purposes of these procedures and under no circumstances will they be transmitted to third parties. The data provided will be treated with the strictest confidentiality and high security standards.

All documents provided to the Foundation during the recruitment process will be kept in the Foundation's archives and will not be returned to applicants. The application documents will only be kept for as long as it is mandatory to comply with the requirements of the audit and control procedures applicable to the Foundation. After this period, all personal information will be erased.



EU-LAC Foundation
Fundación EU-LAC

Equal Opportunities

The EU-LAC Foundation maintains an equal opportunities policy and accepts applications without regard to age, race, political or religious beliefs, gender or sexual orientation and regardless of disability, marital status or family situation.

PLEASE NOTE THAT DUE TO THE VOLUME OF APPLICATIONS RECEIVED, ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED. IF YOU HAVE NOT BEEN CONTACTED WITHIN 2 WEEKS OF THE DEADLINE, THEN YOUR APPLICATION HAS NOT BEEN SELECTED.

Deadline for receipt of applications: 30 September 2020

Ideal date for beginning the position: November 2020